BTEC Assignment Brief

Qualification	Pearson BTEC International Level 3 Extended Diploma in Business and Hospitality
Unit number and title	**Unit 19: Career Planning**
Learning aim	**C:** Develop communication and interview skills to improve employment prospects
Assignment title	Developing communications and interview skills
Assessor	
Issue date	
Hand in deadline	

Vocational Scenario or Context	Having completed a skills audit and comprehensive development plan in the first assignment, you are now ready to apply for your desired job. To help you prepare, your tutor has suggested that you prepare some appropriate documentation that can be used in a recruitment and selection activity. You will then be asked to undertake a simulated interview which will be recorded, before you analyses and evaluate your performance.

Task 1	You will produce a range of detailed recruitment documents that are appropriate for a job role you are interested in. These documents will be professionally produced, detailed and error free. They will include: • a letter of application • a completed application form either paper-based or web-based • a curriculum vitae (CV) • an evaluation the effectiveness of these documents in achieving their purpose of enabling you to be selected for interview. You will then undertake a simulated job interview that will be recorded. In this interview you will show your suitability for the role by demonstrating good personal demeanor and communication skills, be appropriately dressed, and show confidence when answering and asking questions. You may wish to research the types of questions you could be asked at the interview and prepare some appropriate responses. After the interview, you will receive feedback from your interviewer and you must also undertake a self-review of your performance, identifying what went well and what you would need to improve. Using this feedback, the recording of the interview, and your self-assessment, you are to undertake a detailed evaluation of your performance, identifying what went well, and what could be improved giving reasoned improvement suggestions. All conclusions will be fully justified by well-balanced, developed arguments,

	and be supported by good use of research evidence collected.
Checklist of evidence required	● Comprehensive and detailed recruitment documentation ● Partake in a simulated interview ● Interviewer feedback and self-assessment ● A detailed evaluation of own interview performance with reasoned suggestions for improvements

Criteria covered by this task:	
Unit/Criteria reference	To achieve the criteria, you must show that you are able to:
19/C.D3	Evaluate the effectiveness of own proficient job application and interview performance including rationale for improvements
19/C.M4	Analyse the effectiveness of own suitable skills used in a simulated job interview
19/C.M3	Assess the effectiveness of own competently prepared job application documentation
19/C.P6	Explain the effectiveness of own competent skills used in a simulated job interview
19/C.P5	Explain the effectiveness of own appropriately prepared job application documentation
Sources of information to support you with this Assignment	**Websites** **https://www.reed.co.uk/career-advice/interview-techniques/** **https://www.prospects.ac.uk/careers-advice/interview-tips** **https://www.bing.com/videos/search?q=interview+technique&view=detail&mid=EA40F81B4ED1BCA7FC6AEA40F81B4ED1BCA7FC6A&FORM=VIRE** **https://www.cv-library.co.uk/career-advice/interviews/job-interview-tips-complete-guide/** **Above are some examples of websites.** **Further useful resources may be found at https://qualifications.pearson.com/en/support/published-resources/about-course-materials.html**
Other assessment materials attached to this Assignment Brief	N/A